



UVA WELLASSA UNIVERSITY OF SRI LANKA
MINISTRY OF EDUCATION, HIGHER EDUCATION
AND VOCATIONAL EDUCATION

BIDDING DOCUMENT
(Design and Build)

Volume 3a

Design, Construction and Commissioning
Phase I-Faculty of Medicine, Uva Wellassa University of Sri Lanka

EMPLOYER:

Vice Chancellor
Uva Wellassa University of Sri Lanka
Badulla

CONTENT

Page No.

VOLUME 3a

Non Collusion Declaration	3/26
SECTION 7a Form of Bid Security.....	4/26
SECTION 7b Letter of Bid.....	5/26
SECTION 7c Letter of Design/Technical Proposal-	7/26
SECTION 8a Schedule A – Schedules relating to	
 Qualification Information.....	8/26
SECTION 8b Schedule B – Schedules Relating to	
 Design/Technical Proposal.....	20/26
SECTION 9 Bidder’s Drawings.....	

Non Collusion Declaration

**Design, Construction and Commissioning
Phase I-Faculty of Medicine, Uva Wellassa University of Sri Lanka
(Relevant Reference to the Procurement Guidelines -1.5)**

I, the undersigned bidder/bidder's representative/bidder's agent, honestly, truthfully and solemnly declare that;

- (a). I, nor any other member, agent or representative, of the firm /company /corporation /partnership /sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;
- (b). I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Contract No: **UWU/CW/NCB/25/03**);
- (c). This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, and hereby pledges to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....

Signature of the Declarant

.....

Date

Company Seal:

FORM OF BID SECURITY

Whereas, ----- [name of Bidder] (hereinafter called and referred to as “the Bidder”) has submitted its Bid dated -----[date] for the Design and Construction of ----- [name of Contract] (hereinafter called and referred to as “the Bid.”).

KNOW ALL PEOPLE by these presents that WE ----- [name of organization] having our registered office at ----- (hereinafter called and referred to as “the Guarantor”), are bound unto ----- [name of Employer] (hereinafter called and referred to as “the Employer”) in the sum of Sri Lanka Rupees -----¹¹⁴ for which payment well and truly to be made to the said Employer. The Guarantor binds itself, its successors, and assignees by these presents.

SEALED with the Common Seal of the said Guarantor this -----day of ----- 200-----.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified in the Bidding documents; or
2. If the Bidder refuses to accept the correction of errors in its Bid; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Employer, during the period of bid validity, fails or refuses to:
 - (a) execute the Form of Contract Agreement; or
 - (b) furnish the Performance Security, in accordance with the Instruction to Bidders

We undertake to pay the Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer will note that the amount claimed by it is due to it, owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including twenty-eight (28) days after the period of bid validity, and any demand in respect thereof should be received by us no later than the above date.

DATE -----

SIGNATURE OF THE GUARANTOR -----

WITNESS -----

SEAL

----- (Signature, Name, and Address)

LETTER OF BID

Title of Contract: **Design, Construction and commissioning Phase I-Faculty of Medicine,
Uva Wellassa University of Sri Lanka**

To: Vice Chancellor
Uva Wellassa University of Sri Lanka
Passara Road, Badulla

We have examined the Conditions of Contract, Employer’s Requirements, Schedules and Addenda Nos..... for the execution of the above-named Works. We accordingly offer to design, execute and complete the said Works and remedy any defects fit for the purpose, in conformity with the Bidding Documents and the enclosed Proposal, at the lump sum stated in the Form of Price Proposal included in a separate envelope and submitted with this bid, or other such sums as may be determined in accordance with the terms and conditions of the Contract.

We confirm that our bid includes this General Information, Price Proposal, and Design/Technical Proposal sealed under two separate envelopes.

We agree to abide by this Bid until **22 October 2026 or any extended period** and it shall remain binding upon us and may be accepted at any time before that date.

We confirm that, we (including all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specifications, and other documents for the Contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other bid you may receive. We declare and confirm that we comply with the requirements as per Instructions to Bidders (ITB) Clauses 4 [Eligible Bidders] and 5 [Qualification of Bidders] in the Bidding document.

Name of the Bidder:

Name of the person duly authorized to sign the Bid:

Title of the person signing the Bid:

Signature of the person named above:

Date:

Company Seal:

Notes:

- 1. In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder;*
- 2. Person signing the Bid shall attach all necessary documentary evidence for authorizing for the signatory/ies to the bid;*

LETTER OF DESIGN/TECHNICAL PROPOSAL

**NAME OF CONTRACT: Design, Construction and commissioning Phase I-Faculty of Medicine,
Uva Wellassa University of Sri Lanka**

To: Vice Chancellor
Uva Wellassa University of Sri Lanka
Passara Road, Badulla

We have examined the Conditions of Contract, Employer’s Requirements, Schedules, and Addenda Nos.----- for the execution of the above-named Works.

We accordingly offer to design, execute and complete the said Works and remedy any defects, fit for purpose in conformity with these Bidding Documents and the enclosed proposal. We are hereby submitting our Bid, which includes this Design/Technical Proposal, General Information and a Financial Proposal sealed under separate envelopes.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

Name of the Bidder:

Name of the person duly authorized to sign the Bid:

Title of the person signing the Bid:

Signature of the person named above:

Date:

Company seal:

Notes:

1. *In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder;*
2. *Person signing the Bid shall attach all necessary documentary evidence for authorizing for the signatory/ies to the bid;*

‘A’ Schedules

Schedule A1 – Preliminary Information

(enclose this Schedule in the envelope marked, “ Envelope 1A – General Information”)

(i) If pre-qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application

(ii) For joint ventures, each joint venture partner shall furnish information separately

ITB clause reference	Description	Information (to be filled by the Bidder)	Remarks	
	CIDA Registration (select appropriate from 4.1 (A) to 4.1 (F) below)		Provide certified copies and label them as attachment to Clause 4.1	
	4.1 (A) Single Entity Domestic Bidder			
	Bidders name			
	Registration number			
	Main Grade			
	Speciality			
	Expiry Date			
	Bidders Registration for specialized works <i>(if required only)</i>			
	Bidder’s or subcontractor’s name(as appropriate)			
	Registration number			
	Grade			
	Speciality			
	Expiry Date			
	4.1 (B) JV with two or more Domestic Bidders			
	Bidders name (Lead Partner)			
	Registration number			
	Main Grade			

	Speciality	
	Expiry Date	
	Bidders name (Partner)	
	Registration number	
	Main Grade	
	Speciality	
	Expiry Date	
	Bidders Registration for specialized works (<i>if required only</i>)	
	Bidder's or subcontractor's name (as appropriate)	
	Registration number	
	Grade	
	Speciality	
	Expiry Date	
	4.1 (C) Single Entity Foreign Bidder	
	Bidder's name	
	Registration number	When notified must obtain CIDA Registration before award of the contract
	4.1 (D) JV two or more Foreign Bidder	
	Bidders name (Lead Partner)	
	Registration number	When notified must obtain CIDA Registration before award of the contract
	Bidders name (Partner)	
	Registration number	When notified must obtain CIDA Registration before award of the contract

4.1 (E) JV with Foreign Bidder (Lead Partner) and Domestic Bidder		
Bidders name (Lead Partner)		
Registration number	When notified Foreign Bidder must obtain CIDA Registration before award of the contract	
Bidders name (Partner)		
Registration number	When notified must obtain CIDA Registration before award of the contract	
4.1 (F) JV with Domestic Bidder(Lead Partner) and Foreign Bidder		
Bidders name (Lead Partner)		
Registration number		
Main Grade		
Speciality		
Expiry Date		
Bidders name (Partner)		
Registration number	When notified must obtain CIDA Registration before award of the contract	

4.1	Legal Status		
	If a Single Bidder		Provide a certified copy of business / company registration and authentication for signatory
	If a Joint Venture, names and addresses of Joint venture partners	1. ----- 2. ----- 3. -----	Provide a certified copy of the Joint Venture Agreement.
	If a Joint Venture, name of the Lead Partner		
<i>For joint ventures, each joint venture partner shall furnish Legal Status separately</i>			
	Name (Lead partner)		Provide certified copies and label them as attachment to Clause 4.1 (a)
	Legal status		
	Place of registration		
	Principal place of business		
	Written power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	
	VAT Registration Number		
	Name (Partner 2)		Provide certified copies and label them as attachment to Clause 4.1 (a)
	Legal status		
	Place of registration		
	Principal place of business		
	Written power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	

	VAT Registration Number		
	Name (Partner 3)		Provide certified copies and label them as attachment to Clause 4.1 (a)
	Legal status		
	Place of registration		
	Principal place of business		
	Written power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	
	VAT Registration Number		

Schedule A2 – Annual Turn-over Information

(Construction only – Last five years)

(enclose this schedule in envelope marked, “ Envelope 1A – General Information”)

- (i) If pre-qualification is done the Bidders are required to include information subsequent to that submitted with the pre-qualification application.
- (ii) For joint ventures, each joint venture partner shall furnish information separately.

Year - any five (5) years within the last eight (8) years	Turn-over	Remarks
1		Attach audited reports and label them as attachment to Clause 4.1 (c) (i)
2		
3		
4		
5		

Schedule A3 – Adequacy of Working Capital

*(enclose this schedule in envelope marked, “ Envelope 1A – General Information)
If pre-qualification is done the Bidders are required to include information subsequent to that
submitted with the pre-qualification application*

Source of credit line	Amount	Remarks
		Provide documentary evidence and label them as attachment to Clause 4.1(c)(ii)
Total		

Schedule A3a - Financial Situation

Each Bidder or member of a JV must fill in this form

Financial Data for Previous any five (5) years within the last eight (8) years					
	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:

Information from Balance Sheet

Total Assets					
Total Liabilities					
Net Worth					
Current Assets					
Current Liabilities					

Information from Income Statement

Total Revenues					
Profits Before Taxes					
Profits After Taxes					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies. • Historic financial statements must be audited by a certified accountant. • Historic financial statements must be complete, including all notes to the financial statements. • Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). 			

Schedule A4 – Construction Experience any five (5) years within the last eight (8) years
(enclose this schedule in envelope marked, “Envelope 1A – General Information)

- (i) If pre-qualification is done the Bidders are required to include information subsequent to that submitted with the pre-qualification application.
- (ii) *For joint ventures, each joint venture partner shall furnish information separately.*
- (iii) *List similar works first.*

Year	Employer	Description of Works	Amount	Contractor’s Responsibility (%)
		Total		

'B' Schedules

Schedule B2 – Contractor’s Design and Technical Proposal
(enclose in envelope marked, “Envelope 1B – Design and Technical Proposal”)

Sheet 1 of

This schedule should be completed considering all the requirements given in the Employer’s Requirements, including design criteria, specifications and technical data. (use additional pages if necessary)

Schedule B1 – Comments and Suggestions on Employer’s Requirements

(enclose this schedule in envelope marked, “Envelope 1B–Design and Technical Proposal”)

Bidders may include observations made on Employer's Requirements and any suggestions for consideration.

<p align="center">Schedule B5 – Team Composition and Task Assignment [In addition to providing the information below Bidder may furnish further information (if any)] <i>(enclose this schedule in envelope marked, "Envelope 1B – Design and Technical Proposal)</i></p>			
A. Management			
Position	Name	Experience & qualification	Task
Contractor's representative			
B. Design Staff			
a.	b. Key Staff		
	Name	Position	Task
		Team leader	
c.	d. Supportive Staff		
C. Construction Management			
	Name	Position	Task
		Project Manager	

